

DOS PALOS POLICE DEPARTMENT

INVITES APPLICATIONS FOR

CHIEF OF POLICE



THE COMMUNITY

The City of Dos Palos, incorporated in 1935, is a small close-knit community located in Merced County. The population is approximately 5700. Dos Palos has one high school, one middle school, and two elementary schools. Dos Palos is approximately 100 miles from Yosemite National Park. The city is just under 1.5 square miles, and is surrounded by agricultural land.

THE DEPARTMENT

The Dos Palos Police Department has a present authorized strength of 10 full-time sworn Officers, 4 Dispatchers, 1 Community Service Officer and an active Police Reserve program. The Department is a generalist law enforcement agency with duties that include all aspects of police work. Sworn positions currently work on a 5-8 plan. The Department's employees take pride in their work and in the community they serve, and strive to perform their duties in a business-like but sensitive and positive manner. It is dedicated to a community-oriented policing philosophy.

BENEFITS

The City of Dos Palos offers an excellent benefits package including CalPERS retirement, medical, dental, vision, life, and disability insurance, 16 paid holidays, and a wellness program. For further information on benefits, contact Manuela Sousa, Director of Personnel (HR) at (209) 392-2174 or at msousa@cityofdp.com.

SUMMARY OF **DUTIES:**

Under administrative direction, to plan, organize and direct the activities of the police department in law enforcement and crime prevention; to be aware of and make recommendations regarding federal, state and local government laws and regulations, and grant and loan programs, that affect the police department; to be knowledgeable of federal and state civil defense regulations; and to do related work as required.

JOB DESCRIPTION:

Plans, organizes, directs and supervises the activities of police department personnel in preserving order, protecting life and property ,and in forcing laws and municipal ordinances; coordinates law enforcement activities with the activities of other city departments and other law enforcement agencies; researches modern police management methods, formulates and enforces rules, procedures and policies for efficient operation of the department; directs the development and implementation of a departmental in-service training program; reviews the evaluations of the employees performance and takes appropriate disciplinary action where necessary; interviews applicants and investigates their qualifications; recommends appointments and promotions; oversees the preparation of budget estimates and the control of budget expenditures; coordinates departmental recommendations for the purchase of equipment and supplies; confers with citizens and city officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies; attends county and area and states police conferences and meetings with other public officials; cultivates good community relations by appearing before civic, fraternal and other community groups, makes regular reports of departmental activities through use of the news media ,in conformance with administrative direction, submits monthly reports of departmental activities to the city administrator.

MINIMUM QUALIFICATIONS:

Possession of an appropriate California operator's license issued by the state dept. of motor vehicles.

KNOWLEDGE:

Of modern principles, practices and techniques of police administration, organization and operation, and their applicability to civic situations; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquent prevention and control ,record keeping, and care custody of persons and property; principles of public administration, including, administrative and budgetary control.

ABILITY:

To plan, organize and coordinate the work of the police department; development and administrator sound departmental policies ;establish and maintain cooperative and effective working relationships with governmental officials ,employees and public ;speak and write effectively.

EXPERIENCE:

Broad and extensive experience I all major phases of municipal police work, including at least (4) years in a responsible supervisory capacity at the rank of sergeant in a community of at least 7,000 in population.

TRAINING:

Possession of the advanced certificate issues for completion of special field standards of education, experience and training by the California commission on peace officers standards and training (post).

EDUCATION:

Bachelors degree in field of criminology, police science, social science, or business or public administration from an accredited four (4) year college or university. (qualifying education may be substituted at the rate of two years of experience for each one year of education.).

MEDICAL:

Ability to pass a medical examination with no reported restricted body motion, pronounced obesity, history of back trouble, poor hearing or vision.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are needed at any stage of the exam process, please notify this department in advance and every attempt will be made to consider your request.